



## NATIONAL HEALTH SERVICE CORPS LOAN REPAYMENT PROGRAM EMPLOYMENT VERIFICATION FORM

TO BE COMPLETED BY THE EXECUTIVE DIRECTOR OR DESIGNATED PERSONNEL ADMINISTRATOR  
Concerning Applicants for the National Health Service Corps (NHSC) Loan Repayment Program (LRP)

Name of LRP Applicant: \_\_\_\_\_ Last 4 Digits SSN \_\_\_\_\_

Please list the **name** and **physical address**, for each practice site(s) where the applicant is currently providing or is scheduled to provide health care services for your organization. A separate Employment Verification Form (EVF) must be submitted by each employer, for the practice site(s) where the applicant plans to provide healthcare services to satisfy the NHSC LRP service commitment. Please do not include the site(s) where the applicant performs practice-related activities for the approved NHSC site(s) (e.g., a hospital where he/she has privileges, a nursing home, a birthing center, etc.).

Site Name: _____	
_____	
Street Address: _____	
_____	
City _____	
State & Zip: _____	
Phone: _____	Total Hours/Week at Site: _____

Site Name: _____	
_____	
Street Address: _____	
_____	
City _____	
State & Zip: _____	
Phone: _____	Total Hours/Week at Site: _____

Site Name: _____	
_____	
Street Address: _____	
_____	
City _____	
State & Zip: _____	
Phone: _____	Total Hours/Week at Site: _____

Site Name: _____	
_____	
Street Address: _____	
_____	
City _____	
State & Zip: _____	
Phone: _____	Total Hours/Week at Site: _____

Please check/complete the certifications below that apply to the above-named applicant: \* Denotes a required response for all applicants

- ☐ \* 1. I certify that the applicant identified above is currently working at, or is scheduled to begin working on \* \_\_\_\_\_ at, the above-identified site(s).
- \* 2. I certify that the applicant is engaged in, or will be engaged in (choose one):
- ☐ **Full-time** clinical practice, as defined below in "Clinical Practice Definitions."
  - ☐ **Half-time** clinical practice, as defined below in "Clinical Practice Definitions." I further certify that the applicant and the site(s) named above have agreed in writing that the applicant will perform half-time clinical practice.
  - ☐ **Less than Half-time** clinical practice, as defined below in "Clinical Practice Definitions" (clinician is ineligible if engaged in less than half-time clinical practice).



- ☐ 3. I certify that the above-identified site(s) are tribal health programs performing services described in the site's contract or compact with the Indian Health Service under the Indian Self-Determination and Education Assistance Act in the state(s) in which the above-identified site(s) are located.
- ☐ 4. I certify that the applicant was working full-time or half-time, as defined below in "Clinical Practice Definitions," at the above-identified site(s), but is on extended leave, from \_\_\_\_\_ to \_\_\_\_\_ due to \_\_\_\_\_  
\_\_\_\_\_ (Please indicate reason for leave – maternity/paternity, deployment, medical, etc.)
- ☐ 5. I certify that the applicant is **no longer working at, or will be leaving, the above site(s)**, and the last day of **clinical practice** was, or will be \_\_\_\_\_.
- ☐ 6. I certify that the applicant is or will be an employee of the above-identified site(s) and is or will be subject to the personnel system and employment policies of those site(s).
- ☐ 7. I certify that the applicant is not an owner of or does not have a financial interest in the above-identified site(s).
- ☐ 8. I certify that the above-identified site(s) provide the applicant with malpractice insurance and tail coverage (either commercially or through the Federal Tort Claims Act).
- ☐ 9. I certify that the applicant will receive an income at least equal to what he or she would have received as a Federal civil servant.
- For data needed to accurately respond to this item, please consult the Federal civil servant pay scales and job classifications for health professionals, at:
    - ✓ <http://opm.gov/oca/11tables/indexgs.asp> and
    - ✓ <http://www.opm.gov/fedclass/html/gseries.asp>
- ☐ 10. I certify that the applicant is a contractor. *This certification will result in the position being classified under the Private Practice Option – see below.*

Private Practice Option (PPO)

If the Executive Director or Designated Personnel Administrator cannot check Certifications 6, 7, 8, **and** 9, the position qualifies for the PPO only. If the applicant filling, or seeking to fill, that position is selected for an LRP award, he/she must submit a PPO application and will be asked to enter into a PPO Agreement with the NHSC when completing the NHSC's "Confirmation of Interest" form.

NOTE: Applicants filling PPO vacancies are not eligible for Half-Time Service contracts.

**The Executive Director/Designated Personnel Administrator** *The certifications and information provided above are true, accurate and complete to the best of my knowledge and belief.*

\_\_\_\_\_  
(Name – please print & include title)

\_\_\_\_\_  
(Executive Director/Designee – Signature)

\_\_\_\_\_  
(Name & Address of Parent Company (if applicable))

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)

**The Applicant:** *The certifications and information provided above are true, accurate and complete to the best of my knowledge and belief. I understand that if awarded an NHSC LRP contract, I must begin my service commitment at the sites identified above.*

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Applicant's Signature)



## CLINICAL PRACTICE DEFINITIONS

**Full-Time Clinical Practice.** Clinician works a minimum of 40 hours/week, for a minimum of 45 weeks/service year.

- All Health Professionals, except as noted below:

At least 32 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 8 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Practice-related administrative activities shall not exceed a total of 8 hours/week. Teaching activities at the approved site(s) shall not exceed 8 hours/week, unless the teaching takes place in a HRSA-funded Teaching Health Center (see Program Guidance). Teaching activities in a Teaching Health Center shall not exceed 20 hours/week.

- Behavioral and Mental Health providers, OB/GYNs, Certified Nurse Midwives, Family Medicine Physicians who practice obstetrics on a regular basis, providers of geriatric services, and pediatric dentists:

At least 21 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 19 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Practice-related administrative activities shall not exceed a total of 8 hours/week. Teaching activities at the approved site(s) shall not exceed 8 hours/week, unless the teaching takes place in a Teaching Health Center. Teaching activities in a Teaching Health Center shall not exceed 20 hours/week.

- For clinicians working in an approved inpatient Critical Access Hospital:

At least 16 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient setting. The remaining 24 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient setting, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities. Practice-related administrative activities shall not exceed a total of 8 hours/week. Teaching activities at the approved site(s) shall not exceed 8 hours/week, unless the teaching takes place in a Teaching Health Center. Teaching activities in a Teaching Health Center shall not exceed 20 hours/week.

**Half-Time Clinical Practice.** Clinician works between 20 and 39 hours/week, for a minimum of 45 weeks/service year.

- All Health Professionals, except as noted below:

At least 16 hours/week are spent providing direct patient care at the approved service site(s). The remaining 4 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Teaching and practice-related administrative activities shall not exceed a total of 4 hours/week.

- Behavioral and Mental Health providers, OB/GYNs, Certified Nurse Midwives, Family Medicine Physicians who practice obstetrics on a regular basis, providers of geriatric services, and pediatric dentists:

At least 11 hours/week are spent providing direct patient care at the approved service site(s). The remaining 9 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Teaching and practice-related administrative activities shall not exceed a total of 4 hours/week.

- For clinicians working in an approved inpatient Critical Access Hospital:

At least 8 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient setting. The remaining 12 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient setting, providing clinical services at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities. Teaching and practice-related administrative activities shall not exceed a total of 4 hours/week.